

Date: 02-08-2021

Suspension Letter

Employee ID: APD-1234
Name of Employee: John Smith S/O Zaryab Mansoor
Designation: Manager Business Intelligence
Department: Business Process Automation
CNIC #: 4210110245711
TM/HOD: Zaryab Mansoor
Reason: test

Day(s): 3

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 3 day Suspension without pay. The Suspension will be served on **(02-08-2021, 03-08-2021, 04-08-2021)**.

I agree to the suspension that has been given to me, which had its validity and is being handed out with a way to rectify myself, as to how may refrain myself from committing to any mistakes In future.

Signature & Date

Issued By: Human Resources
Team Leader: Zaryab Mansoor

Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.